

NRK 240)
ER 87-0106X

ROUTING AND TRANSMITTAL SLIP		Date
		12 JAN 87
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. C/CMS/DA		
2.		
3.		
4.		
5.		
<input checked="" type="checkbox"/> Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 - ACTION

PLEASE PREPARE RESPONSE AND LISTING OF YOUNG
EXECUTIVES FOR A/DCI SIGNATURE. (NOTE E.S.
TASKING PLEASE)

SUSPENSE: 15 JAN 87

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)		Room No.—Bldg.
EXA/DDA		Phone No.

5041-102

★ U.S. GP

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

DD/A REGISTRY
FILE: 60-7

EXECUTIVE SECRETARIAT

ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
A/	DCI		X		
2	DDCI				
3	EXDIR		X		
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL				
14	D/PAO				
15	D/PERS				
16	VC/NIC				
17					
18					
19					
20					
21					
22					

SUSPENSE

16 Jan 87

Date

Remarks To # 6: Please have response and listing of young executives prepared for A/DCI signature. Also, check with Acting Director's Office as to his or his designee's availability for meetings with the OPM young executives program.

Executive Secretary

12 Jan 87

Date

3637 (10-81)

STAT



UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT
WASHINGTON, D.C. 20415

87-0106x

Office of the Director

January 2, 1987



Honorable William J. Casey
Director
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Casey:

The Office of Personnel Management has long been involved in the training of government employees. Many of these efforts are skill-specific, while some, aimed at senior executives such as members of the SES, try to keep the day-to-day managers of the federal workforce current with policy and management developments.

There is, however, also a need to attend to the development of our young, policy-oriented executives. These young men and women go by numerous titles: "special assistant," "counselor," "executive assistant." Frequently they serve on the personal staffs of the agency head. They are the ones who turn off the lights at night and are the first ones at their desks. Perhaps they move paper, or write speeches, or follow-up for you or your senior assistants. Whatever they do, it is a certainty that many of them will either make a career out of government service or will be in and out of the executive branch many times in the decades to come.

Because I think these young assistants are an enormously valuable resource, as well as the potential leaders of the future, OPM has developed a series of lectures and conversations with senior government officials designed to increase their knowledge about how the executive branch works, while widening their perspective on Administration policy. Now I need your help.



2

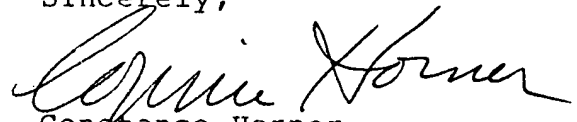
First, OPM needs your assistance in identifying the top young executives in your agency. They may be on your staff or the staffs of your senior advisors. They may be career or non-career employees. They may be military in some cases. Only you are in a position to know who these people are. I would greatly appreciate your sending me a list of between five and ten such performers.

The individuals you select will need to set aside one to two hours every month to travel to OPM to take part in these programs. The programs will be small enough to permit candid conversation on the operation of the executive branch and successful approaches to that operation. However, as the year-long program of lectures is methodical, sporadic attendance will diminish the opportunity the young executive is being given.

Finally, if you have an interest in talking with this group about your work, your perspective on government, your policies or issues, please call me directly (632-6106) or call Ms. Mary Gall, Counselor to the Director, at the same number. The success of the next generation of executive leadership depends in no small part on the willingness of this Administration's leadership to devote some time to passing-along the benefits of long experience.

We would appreciate receiving your response by January 16. I thank you for your cooperation.

Sincerely,


Constance Horner
Director